



EMPLOYMENT OPPORTUNITY

1. RPA #	15-0005
ANALYST'S INITIALS	AL
DATE	06/01/2015

CLASS TITLE Executive Director (EXEMPT)	POSITION NUMBER 293-100-9752-001	TENURE Permanent	TIME BASE Full Time	CBID E99
OFFICE OF CA Gambling Control Commission	LOCATION OF POSITION (CITY or COUNTY) SACRAMENTO			MONTHLY SALARY \$9,156 To \$10,200
SEND APPLICATION TO: CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 220 Sacramento, CA 95833 Attn: Alaina Lutz (See filing instructions below)	REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 220			
	SHIFT AND WORKING HOURS DAYS - 8 a.m. to 5 p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 263-0700			
			FILE BY 07/23/2015	

California Gambling Control Commission Executive Director (Exempt Appointment)

****IF YOU HAVE PREVIOUSLY SUBMITTED AN APPLICATION PACKET FOR THIS POSITION, YOU DO NOT NEED TO RESUBMIT****

The Commission is a small, special funded agency and with primary responsibility for regulating gaming activities within California. Employment with the Commission offers an opportunity to participate in a diverse and innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenges of this organization as Executive Director. The appointment to and service in the position is at the pleasure of the Commission.

LOCATION/PARKING

The Commission is located off of West El Camino Avenue in South Natomas in a business park. Parking is free.

JOB DESCRIPTION

As the principal staff officer of the Commission, the Executive Director is delegated the responsibility and authority for the internal management of the organization. Under the general direction of the Commission, the Executive Director participates in the development of policies and procedures for carrying out the Commission's responsibilities; manages the operation of the Commission; plans, organizes and directs the work of Commission staff; represents the Commission in contacts with other governmental entities and interested parties and the general public. The Executive Director reviews, interprets, develops and implements Commission policies and procedures to assure compliance with statutory and case law and provides direction to accomplish the mission and goals of the Commission. The Executive Director advises Commission members; participates in policy sessions; and maintains liaison with the Department of Justice concerning Commission policy and procedures affecting licensing policies and issues.

The Executive Director acts as liaison with other State agencies, federal agencies, the Governor's Office, the Legislature, local jurisdictions, advisory committees and other interested parties and represents the Commission at meetings and hearings. The Executive Director directs the development of reports by the Commission to be provided to the Governor, the Legislature, and the public concerning the activities of the Commission and official information regarding policies and procedures. The Executive Director determines the need for and recommends new legislation and amendments to existing statutes that affect the powers and duties of the Commission.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university. Management experience in business administration, public information, law enforcement or other related fields may be substituted for the required education on a year- for- year basis.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by the quality and breadth of experience, the following factors will provide the basis for evaluating each candidate:

1. Experience working with an active public board or commission.
2. Ability to administer a regulatory program that protects California's population.
3. Experience developing legislative proposals and testifying before the Legislature. Ability to make clear and convincing presentations, representing and speaking for the Commission and its work to those within and outside of the office. Demonstrated communication and negotiating skills, and experience presenting issues before a wide range of audiences including a board or similar body.
4. Experience that demonstrates the ability to strategically analyze issues, evaluate alternatives, make decisions and take appropriate actions for highly complex matters.
5. Management team experience demonstrating creativity, sound judgment, accountability, team building, and the ability to facilitate functional needs and structure to achieve strategic goals and to create and sustain a shared vision for the Commission.
6. Demonstrated leadership skills including the ability to:
 - a. Express the vision of the organization in a way that resonates with and influences staff to translate the vision into action;
 - b. Coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievement;
 - c. Organize, direct and coordinate multiple projects; and
 - d. Motivate and manage to ensure the timely completion of projects and assignments.
7. Demonstrated ability to recognize the diversity of cultures and demographic backgrounds, seek input and understand the implications of decisions which impact various stakeholders, plan strategies accordingly, and communicate effectively with diverse populations.
8. Demonstrated ability to establish, maintain and strengthen cooperative working relationships with and gain the confidence and trust of other state agencies, including state control agencies, the federal government, the Governor's Office, the Legislature, stakeholders and advocacy groups.
9. Demonstrated ability to manage a multi-million dollar budget and to work in politically sensitive areas, under significant pressure and short time frames, with diplomacy and sound judgment; ability to deal effectively with others in an antagonistic situation while attempting to find win-win solutions.
10. Experience that demonstrates your understanding of the complex and unique nature of the government to government relations that exist between the State of California and the Tribal nations whose territory lies within our state borders and, the novel and rapidly evolving issues involving the gaming industry generally.

SPECIAL PERSONAL CHARACTERISTICS

- Vision – Understands the context and mission of the Commission and an awareness of the Commission's critical issues.
- Credibility and Integrity – Understands internal and external customers and has the ability to make decisions and be accountable for those decisions.
- Communication – Has a clear expression of ideas, thoughts and expectations and takes the initiative to build relationships.
- Teamwork – Cooperates to achieve the Commission's missions, goals and values and encourages ability of others to contribute.
- Staff Development- Recognizes that people are the Commission's most valuable resource and takes the time to develop and encourage staff to achieve their true potential.
- Decision Making – Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills.
- Agreement to not gamble at any gaming establishment over which the Commission has regulatory or oversight responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities.

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; and principles and practices of policy formulation and development; and personnel management techniques.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action.
- Knowledge of the Equal Employment Opportunity Program objectives and a manager's role in the Equal Employment Opportunity Program. Ability to effectively contribute to the Commission's Equal Employment Opportunity objectives and promote diversity throughout all programs of the Commission to ensure a balanced workforce.
- Knowledge of and ability to interpret and apply appropriate provisions of the California Government Code, Federal and State statutes, Rules and Regulations, State Contract Code, State Administrative Manual, etc.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES

The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. The use of a computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work. Periodic travel may be required.

SELECTION CRITERIA

Interested persons should submit the following:

- A standard State Application Form (STD. 678) with original signature and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education.
- Applicants must provide the names, addresses, telephone numbers and email addresses for at least three references that will be able to validate the information presented in each applicant's application, resume and Statement of Qualifications.
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin.
 - You must provide specific examples for each Desirable Qualification factor.
 - The Statement of Qualifications should not exceed three pages in length, with a font no smaller than 10 pitch.
 - The Statement of Qualifications also will serve as documentation of ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- Applications submitted without a Statement of Qualifications will be rejected.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be rejected.
- The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications; desirable qualifications; special personal characteristics; and knowledge, skills and abilities.
- ONLY THE MOST QUALIFIED APPLICANTS WILL BE INTERVIEWED.

FILING INSTRUCTIONS

All interested applicants should submit their Application, references, resume, and Statement of Qualifications to:

**California Gambling Control Commission
Planning and Support Services Division, Human Resources
Attention: Alaina Lutz
Employment Opportunity – Executive Director
2399 Gateway Oaks Drive, Suite 220
Sacramento, CA 95833
(916) 263-0700**

**EMAILED OR FAXED APPLICATIONS, RESUMES AND STATEMENT OF QUALIFICATIONS
WILL NOT BE ACCEPTED.**

FINGERPRINTING

Applicants will be fingerprinted for the purpose of obtaining a criminal record check